

~~CONFIDENTIAL~~

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Approved For Release 2002/01/03 : CIA-RDP79-01155A000300040016-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Ch/GL/C

DATE: 6 March 1964

FROM : Ch/GL/P *see*

SUBJECT: Procedures for Handling Incoming Maps and Publications

1. In line with the agreement for the transfer of specified responsibilities from the Procurement Branch to Processing Branch, the information below is offered as initial general guidance for handling incoming maps and publications. Detailed guidance, including variants of the general procedures outlined below, will be prepared by each Desk Officer prior to assumption of responsibilities by your catalogers.

2. These changes are predicated in part on a consolidation of the following files in an area accessible to both branches:

- a. existing D.O. publisher files,
- b. country files of Procurement Requests (PR's) and Transmittal Lists (TL's).

The consolidated publishers catalog will be transferred to fall under your complete control with the understanding that the general arrangement will be according to political entity, and within that alphabetical file, by authority, also arranged alphabetically. This is consistent with the present arrangement of the file. U.S. publishers, now included in all D.O. files, will be consolidated in one U.S. file.

3. The flow of materials will be revised as follows:

- a. all incoming maps and publications (from foreign sources) will be unwrapped by Info Control and delivered to tables designated by GL/C;
- b. GL/C will check, sort, and disseminate to other agencies according to the Summary of Agency Requirements, plus additional guidance from Desk Officers;
- c. material to be retained by D/GL will be catalogued;
- d. maps and publications will be placed in a mutually agreeable place for review by the Desk Officers, after which they will be picked up for review by GL/R and put in the collection.

4. The procedures for the initial handling of incoming material will follow those currently used by Desk Officers unless or until it is mutually agreed that revisions are required. These procedures, with variations that will be cited in more detailed guidance, are as follows:

DOCUMENT NO. 15
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 1990
DATE: 16 Jan 80 REVIEWER: 018557

a. Identification

(1) All incoming items must be checked for previous receipt. The publishers catalog will show whether it had come in previously, and the dissemination made at that time. If a card is in the file, it will show whether the current receipt is in response to a PR or other specific request. This check and any accompanying documents will determine the dissemination that will be made.

(2) Almost every incoming item will have some identifying accompanying documentation as follows:

(a) Procurement Request (PR). A sample is attached. This form is used for ordering materials from Geographic Attaches, Publication Procurement Officers, or Foreign Service Posts. It is often used as a transmittal when material is sent in to INR/M in response to the PR.

(b) Transmittal List (TR). This form is used by GA's to list materials being sent in. Advance copies are usually received. A copy should accompany the material. It will list source, items, dissemination, cost or exchange or gift, and in some cases a reference to a PR or other request.

(c) Official State Department Correspondence. This will include OM's, despatches, airgrams, etc. The material may be cited as an enclosure, or simply sent under cover of such a document.

(d) State Dept. form DS-4 (white transmittal slip). Addressed to INR/M, often with a reference to a PR or other request document.

(e) Miscellaneous. A variety of lists, forms and other documents are used by foreign agencies in sending material to INR/M. Some of these are receipt forms that must be signed by [REDACTED] and returned. These receipts should be given to the appropriate Desk Officer. In many cases the only identification will be the return address on the package. Info Control should be certain that these are included with the material when there is no other identifying document.

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Note: The pertinent questions that should be raised regarding incoming material are:

1. has the item been received before?
2. is it from an agency with which we have an exchange?
3. is it forwarded in response to a specific request?
4. is it a result of initiative collection by a GA or a mission?

b. Dissemination

Dissemination may or may not be indicated on an accompanying document. Regardless, it should be disseminated according to the attached "Summary of Agency Requirements". Determination of the type of dissemination according to the type of transmittal:

(1) Transmittal List from GA. The TR should show source (publisher), list of items included, suggested dissemination (some GA's do not adhere to this and will show only the total number of copies), means obtained, i.e. gift, exchange, or purchase, and a reference to a request if there was one, e.g. PR. Cost information will also be shown. In most cases, the dissemination shown on the TL will coincide with either specific requests or the General Summary, and thus need not be changed. Unless it is a request item, for which dissemination has been pre-determined and will show either on a PR or the card in the publishers file, the "suggested" dissem should be checked for conformity with the General Summary, and changed if necessary. (Changes made on purchased material should be clearly indicated on the file copy of the TL in order that proper charges may be made to the agencies participating in the program. The TL's are checked after the voucher is received).

(2) If the material comes directly from a foreign source, it should, after initial checking for previous receipt, be checked to determine if it has been sent on exchange. Guide cards in the publishers file should show whether we have an exchange and what dissemination should be made. (There are two types of exchanges made by GA's, those that are signed and are designed to continue over a long period, and those that are made on a "spot" basis, e.g. a GA may turn over or order maps and publications for an agency for certain material that they have without any intention that the exchange is other than a one-time transaction).

(3) If the material has an attached PR, or makes reference to a PR, the file of PR's (or the card catalog) should be checked for notes on the intended dissemination. (When a PR is prepared, a copy showing the intended dissem is filed by country).

(4) Reproduction. In many cases insufficient ~~many~~ numbers of copies are received, i.e. they do not meet the requirements of participating agencies. Two courses are open to us in these cases; first, the item may be reordered by PR (preliminary dissemination should be made, in general order of priority, to CIA, AMS, IC and others); and second, the item may be reproduced in sufficient copies in those cases in which we know or suspect that additional copies will not be available, e.g. single ozalid or reproduced copies, manuscripts, etc. A few general concepts of reproduction:

- (a) it should be kept to a minimum
- (b) Topographic maps should go to AMS for reproduction
- (c) color maps requiring hand color should not be reproduced, but catalogued and sent on loan to other agencies.

Note: If a reorder is required, a PR should be prepared by GL/C and given to the Desk Officer.

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c. Recording and Review

1. A card will automatically be made on all items retained in D/GL, with exceptions noted in a separate memorandum on handling of publications. If it is not held in D/GL, a card will be made if it is an item of INR/M collection responsibility, e.g. certain special maps and publications destined for only one agency. Cards should be made for periodicals for which INR/M has subscriptions, and incoming issues should be simply checked off.

2. Each Desk Officer will wish to review all material coming in from his area of collection responsibility. The D.O. will be responsible for notifying other D.O.'s regarding receipt of material on other areas, e.g. S.W. Europe will notify Africa when material on Africa is received from France. Items catalogued for D/GL retention will be set aside, after processing, in an agreed place for review by the D.O. The additional copies of the items retained by GL, that are going to other agencies as part of the general dissemination, need not be reviewed by the D.O., but may be placed directly on a table for pick-up by Info Control. As a temporary measure, the catalog card should be left attached to the material until the D.O. has made his review. After D.O. review, the material may be placed on a specified pick up table, or in the case of certain publications, removed to the D.O. desk for more intensive study, e.g. bibliographic search, following which it will return to the table for pick up.

d. Marking

1. Items being sent to another agency should have a tag attached (see attached sample).
2. Items kept in D/GL will be identifiable by call number, etc.
3. Items going to other components in the Agency should simply bear a marking on the cover, or an affixed tag, showing the routing or single recipient, e.g. GG/X or GL/S, GG/X, GC/X.

Distrib:

- 1 ea - Desk Officer
- 1 ea - Cataloger
- 1 - Ch/GL
- 1 - GL/S
- 1 - GL/R
- 1 - Ch/GL/P file